

EWB SYSTEM USER ACCOUNT REQUEST FORM

Date _____ Account Name _____
First Last

Position _____ E-mail Address: _____

Phone No: Business: _____ Fax: _____

Mobile: _____ Pager: _____

Organization Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

District: _____ Location/Area Description: _____

Method of EWB Entry: (circle or underline applicable method):

ON-LINE DATA ENTRY

FTP FILE TRANSFER

Contracts will not be assigned until the District Administrator receives a copy of the completed iCAS Authorization Form from the Resident Engineer and Contractor. Accounts will not be activated until the user has been trained.

***** FOR INTERNALCALTRANS USE *****

Account Created by _____

Date Account Set Up _____

EWB SYSTEM USER ACCOUNT REQUEST FORM

INSTRUCTIONS FOR THE EWB SYSTEM USER ACCOUNT REQUEST FORM

<u>FIELD NAME</u>	<u>INFORMATION REQUIRED</u>
Date	Date form is completed
Account Name	Complete first and last name
Position	Your assignment in your organization, your job title
E-mail Address	The address at which you receive electronic mail
Phone Numbers	List appropriate phone numbers where you can be reached
Organization Name	Your company or Caltrans Organization
Address	Street address, suite number, or post office box number
City	City of location
State	State of location
Zip Code	Zip Code of location
District	For Caltrans staff: Region or District; for Contractors: the District part of the contract number approved for work
Location/Area Description	Further definition of your physical location, i.e., Field Office name, satellite office name, e.g., Downtown, Southern Most Region, Farmer's Market I, etc.
Method of EWB Entry:	At this time, you have the option of electronically sending Extra Work bills by two methods. Please read the descriptions below and indicate the method you would prefer to use.
On-Line Date Entry	Caltrans provides an internet-based data entry screen that resembles the EWB paper-based long form. The contractor types the EWB information into the data form and "sends" it to Caltrans.
FTP File Transfer	For contractors that have an in-house billing system, EWBs can be sent to Caltrans through a File Transfer Process (FTP). Caltrans will provide the contractor with a file specification/format and a secure directory. The contractor can send the bills electronically from his system to Caltrans. Caltrans will require the contractor to be certified prior to providing a secure directory for file submission.